

CLAIM AGAINST DEPARTMENT OF TRANSPORTATION FOR AMOUNTS \$5,000 OR LESS

LD-0274 (REV 1/2003)

PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

This form is to be used when filing a claim against the Department of Transportation as provided in Government Code Section 935.7.

PLEASE: \$ print or use a typewriter when filling out form.

\$ sign and date claim form.

(UNSIGNED AND UNDATED FORMS WILL NOT BE ACCEPTED)

			STATE USE ONLY
1. NAME: LAST	FIRST	MIDDLE	FILE NUMBER
HOME ADDRESS		BUSINESS PHONE	HOME PHONE
CITY		STATE	ZIP CODE
2. PUT A SPECIFIC TIME AND DATE WHEN THE DAMAGE FIRST OCCURRED		TIME OF INCIDENT <input type="checkbox"/> AM <input type="checkbox"/> PM	DATE OF INCIDENT
3. STATE THE LOCATION OF THE INCIDENT WITHIN ONE-HALF MILE (CITY, COUNTY, HIGHWAY, NEAREST OFF-RAMP, CROSS STREET OR, POSTMILE).			
4. EXPLAIN HOW THE INJURY OR DAMAGE OCCURRED			
WHAT PARTICULAR ACT OR OMISSION ON THE PART OF CALTRANS OR ITS CONTRACTOR CAUSED THE INJURY OR DAMAGE?			
WHAT INJURY OR DAMAGE DO YOU CLAIM RESULTED?			
WHAT IS THE DOLLAR AMOUNT OF YOUR CLAIM FOR DAMAGES? (SUBMIT TWO ESTIMATES OR PAID RECEIPTS)			
			\$
5. INSURANCE INFORMATION IS REQUIRED		NAME OF INSURER	
ARE YOU THE REGISTERED OWNER?	<input type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU SUBMITTED A CLAIM TO YOUR INSURANCE CARRIER?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IN YES, WERE YOU PAID?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FOR WHAT AMOUNT?	\$
VEHICLE INFORMATION			
MAKE OF VEHICLE	YEAR	LICENSE NO.	
I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE FOREGOING FACTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.			
SIGNATURE OF CLAIMANT			DATE

REVERSE SIDE FOR STATE USE AND FILING INFORMATION ON CLAIMS

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FOR STATE USE ONLY (BELOW)

DATE CLAIM RECEIVED				REVIEWED BY: DISTRICT CLAIMS OFFICER SIGNATURE												APPROVE AMOUNT \$				<input type="checkbox"/>			
<input type="checkbox"/> STATE RESPONSIBILITY				TORT FUND/ CONTRACT CONTINGENCY								<input type="checkbox"/> CONTRACTOR RESPONSIBILITY				DISAPPROVE				<input type="checkbox"/>			
LOCATION CODING																							
DISTRICT				COUNTY				ROUTE				POST MILE				E.A.				DCP			
TC		SOURCE				CHG.		EXPENDITURE				SUB-JOB				SPECIAL DESIGNATION							
		DIST.		UNIT		DIST		AUTHORIZATION															
FA		AGENCY OBJECT		AMOUNT				FFY		ENC. DOCUMENT NUMBER				SUF									
ITEM								CHAPTER				STATUTES				FISCAL YEAR				SCHEDULE NUMBER			
I hereby certify upon my own personal knowledge that the budgeted funds are available for the period and purpose of the expenditure stated above.												ACCOUNTING OFFICER SIGNATURE								DATE			

FOR CLAIMS FIVE THOUSAND DOLLARS (\$5,000) OR LESS

CLAIMS OFFICER
Department of Transportation
50 Higuera Street, San Luis Obispo, CA 93401

FOR CLAIMS OVER FIVE THOUSAND DOLLARS (\$5,000)

You must file with the Victim Compensation and Government Claims Board in Sacramento, California. If you have any questions about claims of more than five thousand dollars, call or

VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD
POST OFFICE BOX 3035
SACRAMENTO, CA 95812-3035
PHONE: (800) 955-0045

The fact that this statement of the procedure to be followed in asserting a claim against the State of California has been furnished to you or that an investigation of any claim is undertaken is not to be taken as an admission of liability in any respect on the part of the state or any of its officers or employees; nor is the fact that this informational statement has been furnished to you to be construed as a waiver of any requirements imposed by law, or any defense which may be available to the State of California in connection with any claim that might be filed against it.